

**Revised: 7/31/2003**

Element 110 The element name has been updated.

Elements 350, 360 and 370 The element names have been updated. The definitions, format, max length, codes, and edits remain the same.

Element 060 One Active Status Code has been added.

Student Data Elements for Student Record Collection									
Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
010	Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	A/N	12	Unique identifier for each student within a division	One record per student per school; duplicate records within a school will be rejected.	X	X	X
020	Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	3	List of Virginia education agency numbers	Must be a valid educational agency; must be numeric.	X	X	X
030	Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	4	List of Virginia school numbers by division	Must be a valid institution within the ed-agency; must be numeric.	X	X	X
040	Serving Division Code	<b>Three-digit state-assigned Division number that identifies the division or agency that provides services to the student.</b>	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency; must be numeric.	X	X	X
050	Serving School/Center Code	<b>Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.</b>	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the ed-agency, region, or private; must be numeric.	X	X	X
060	Active Status Code	A code that identifies the active status of a student as of the date of this snapshot (10/1, 3/31, or EOY). An inactive student was enrolled at some point during this school year, but not as of this snapshot. <b>A record with an Active Status Code of N will not have any days of membership during the current school year. Use for Summer Dropouts, Graduates who finished high school at a college and for correcting W8s and W9s on the Fall report. An N code does not require an Entry Date or Entry Code.</b>	A	1	A=Active; I=Inactive; <b>N=Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership)</b>	Must be A, I, or N; If code is A and Exit/Withdrawal Date is prior to "as of date," record will be rejected.	X	X	X
070	Entry Code	A code that indicates the process by which the student first entered the school during a given school year.	A/N	4	List of entry codes	All records must have a valid short or long entry code; entry code reflects the first entrance into this school. <b>(A Max Length of 4 will be accepted if optional codes are used.)</b>	X	X	X
080	Entry Date	Date associated with entry code that represents the pupil's first day of <b>enrollment</b> in the <b>reporting</b> school for the school year. <b>(The reporting school is the school within the division that is submitting the record.)</b>	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year and must be prior to exit/withdrawal date if exit not blank.	X	X	X

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
090	Exit/Withdrawal Code	A code that indicates the circumstances under which the student last exited from membership in the school.	A/N	4	List of exit/withdrawal codes	Inactive students must have a valid withdrawal code and date. Must be a valid short or long withdrawal code. <b>(A Max Length of 4 will be accepted if optional codes are used.)</b>	X	X	X
100	Exit/Withdrawal Date	Date associated with Exit/Withdrawal code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year; must be after entry date.	X	X	X
110	Racial/Ethnic Code	A code that identifies the racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	N	2	00=unspecified; 01=American Indian; 02=Asian; 03=Black; 04=Hispanic; 05=White; 06=Native Hawaiian (optional)	Must have a valid race/ethnicity code; must be numeric.	X	X	X
120	Gender Code	A code that identifies the student's gender.	A	1	M=Male; F=Female	Must have a valid gender code.	X	X	X
130	Birth date	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Alert - Birth date is not within expected range for grade level; Error - Birth date is after current date; date is outside range for school ages 4-19 (reg. ed) or 2-22 (spec. ed) or 4-22 (LEP)	X		X
140	Grade Level Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A	2	JK, PK, KA, KP, KG, T1, 01 thru 12, PG	Must be a valid grade code; must be within the low/high grade range reported for the school; must be character. <b>UG accepted for EOY collection 2002-2003</b>	X	X	X
150	Kindergarten Half-Day Flag	A flag that identifies whether a kindergarten student attends a half-day session.	A	1	N=No, student does not attend half-day KG; Y=Yes, student attends half-day KG;	Must be Y or N; grade level code must be KA, KP, or KG		X	X
160	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).	A/N	3	blank (student does not have a disability) <b>or valid numeric disability code</b>	Must be blank or a valid numeric disability code	X	X	X

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
170	Spec Ed Weekly Time %	The total percentage of time that the student spends each week with a special education teacher. (This percentage would be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability.)	N	3		Must be valid number 1 - 100 Required only if student has a disability code and Grade Level Code = KA, KP, KG, T1, 01, 02, or 03; Must be blank if no disability code		X	
180	Disadvantaged Status Flag	A flag that identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, or 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N=No, student is NOT Disadvantaged; Y=Yes, student is Disadvantaged	Must be Y or N	X	X	X
190	Limited English Proficient Status Code	A code that identifies the status of a Limited English Proficient (LEP) student.	A	1	blank; 1=LEP and Receiving Services; 2=LEP and on Monitor Status-1st year; 3=LEP and on Monitor Status-2nd year; 4=Identified as LEP, but not receiving services.	Blank or a valid LEP code	X	X	X
200	Country of Birth Code	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	A/N	4	Blank or select from list of country codes	Blank or a valid numeric country code		X	
210	Home Language Code	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	A/N	4	Blank or select from list of language codes	Blank or valid language codes. If <b>Home Language Code</b> = 400 (English) then error.		X	
220	Immigrant Status Flag	A flag that Identifies whether the student is classified as an "immigrant." <b>Include foreign exchange students if parameters of the definition met.</b>	A	1	N=No, student is not classified as an immigrant; Y=Yes, student is classified as an immigrant	Must be Y or N; if Y, student's country of birth cannot be blank; Alert if country code is not blank and grade is KG, 01, or 02.		X	
230	Refugee Flag	A flag that identifies an individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that she/he will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This does not include persons displaced by natural disasters or persons who, although displaced, have not crossed an international border or persons commonly known as "economic migrants," whose primary reason for flight has been a desire for personal betterment rather than persecution. <b>(self identification is acceptable)</b>	A	1	N=No, student is not identified as a refugee; Y=Yes, student is identified as a refugee	Must be Y or N.		X	
240	Migrant Status Flag	A flag that identifies whether the student is classified as "Migrant."	A	1	N=No, student is not classified as Migrant; Y=Yes, student is classified as Migrant	Must be Y or N	X	X	X

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
250	Homeless Status Flag	A flag that identifies whether the student is classified as "Homeless."	A	1	N=No, student is not classified as Homeless; Y=Yes, student is classified as Homeless	Must be Y or N		X	
260	Neglected/ Delinquent Status Flag	A flag that identifies whether the student is classified as Neglected or Delinquent	A	1	N=No, student is not classified as Neglected/Delinquent; Y=Yes, student is classified as Neglected/Delinquent	Must be Y or N		X	
270	Gifted Code	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	A/N	4	List of gifted codes	Blank or valid gifted code.			X
280	Title I Code	Code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	A/N	2	blank; 01=Reading; 02=Math; 03=Reading and Math	Check if school administration institution focus area type is 34 for "Title I Target Assistance school" for school number. Must be valid code or blank.	X	X	
290	GED Program Code	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	A/N	1	blank; 1=GED; 2=ISAEP; 3=GAD	Must be at least 16 years old if receiving GED. Check against birth date.	X		X
300	International Baccalaureate Program Flag	Code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	A	1	N=No, student is not in IB program; Y=Yes, student is in IB program	Must be Y or N. If Y; school or serving school must have an institution focus area type of 25 for IB program.	X		
310	Graduate /Other Completer Code	Code that identifies the type of graduation diploma or completion document that the student received	A/N	2	List of graduate/other completer codes	Required if grade level code is 12 and retention=N; alert if grade is not 12 or 11. If code = 6, then IB flag must = Y. If code = 5, then GED Program Code must = 1. If code=8, then GED Program Code must = 2. If code = 9, then GED Program Code must = 3. If student receives GED, or new GAD, age must be at least 16.	X		

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
320	Graduate Plan Code	Code that identifies the post-graduate plans of the student	A/N	2	List of graduate plan codes.	Required if <b>Graduate/Other Completer Code</b> is not blank; warning if grade is not 12 or 11. Must be valid plan code	X		
330	Advanced Placement Code	Code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	N	1	blank; 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam	Blank or must be a valid advanced placement code. Alert - Grade code is not 09, 10, 11, or 12.	X		
340	Dual Enrollment Flag	Code to identify that student has taken one or more courses for college credit for school year being reported	A/N	1	N=No, student is not taking courses for college credit; Y=Yes, student is taking one or more courses for college credit	Must be Y or N. Alert - if Y and grade level is not 09, 10, 11, or 12.	X		
350	<b>CTE Completer Flag</b> (former name: Career and Tech Program Completer Flag)	Flag to identify that a student has met the requirements for a career and technical education specialization or concentration and all requirements for high school graduation or an approved alternative education program. Refer to the <i>Guide to Career and Technical Education Program Planning Guide in Virginia</i> for further details.	A	1	N=No, student has not met CTE completer requirements Y=Yes, student has met CTE completer requirements	Must be Y or N. <b>If Y; Graduate/Other Completer Code is required.</b>	X		
360	<b>CTE Tech Prep Completer Flag</b> (former name: Tech Prep Completer Flag)	Flag to identify that a student has met the secondary requirements of the Tech Prep Program. The term "tech prep program" means a program of study that is carried out under an articulation agreement between the participants in the consortium;	A	1	N=No, student has not met tech prep completer requirements; Y=Yes, student has met tech prep completer requirements	Must be Y or N. <b>If Y; Graduate/Other Completer Code is required.</b>	X		
370	<b>CTE Course Flag</b> (former name: Career and Tech Class Taken Flag)	Flag to identify that student has taken <b>one or more state-approved career and technical education courses at anytime in grades 7-12.</b>	A	1	N=No, student has not taken a CTE course at anytime in grades 7-12; Y=Yes, student has taken a CTE course at anytime in grades 7-12	Must be Y or N.	X		
380	Dropout Reason Code	Code associated with W8s to identify reason that student dropped out of school	A/N	2	Blank or valid dropout code.	Required for all W8s. <b>Required if Summer Dropout = Y.</b> Must be a valid dropout code.	X		
381	Summer Dropout Flag	Flag to identify that a student is a summer dropout. Student was in membership the last day of school the previous year but did not return during the current year by Oct. 1.	A	1	N=No, student is not a summer dropout; Y=Yes, student is a summer dropout		X		

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
390	Aggregate Days Present	Cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). <b>Alert if <i>Number of days school has been in session</i> is not complete on the <i>Miscellaneous Web Data Collection</i></b>	X		X
400	Aggregate Days Absent	Cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). <b>Alert if <i>Number of days school has been in session</i> is not complete on the <i>Miscellaneous Web Data Collection</i></b>	X		X
410	Retention Flag	Flag to identify that student was retained in the same grade (status at the end of the school year)	A/N	1	N=No, student was NOT retained; Y=Yes, student was retained	Must be Y or N.	X		
420	Truancy Conference Flag	Flag to identify that a truancy conference was held with the student's parent after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.	A/N	1	N=No conferences held; Y=at least one conference held	Must be Y or N	X		
430	Tuition Paid Code	Code to indicate tuition is paid/received for this student	A	2	blank; 01=Paid tuition to LEA; 02=Paid tuition to State Supported institution; 03=Paid tuition to private institution; 04=Paid tuition to regional center; 05=Received tuition from another LEA; 06=Received tuition from other source; 07=Served through CSA 08=Tuition waived (optional code)	If not blank, Responsible Division cannot equal Serving Division.  Error if Tuition Paid Code = 01 and the Serving Division also submits reports (Serving Division number is less than 208.)	X		X

Data Element ID	Data Element Name	Definition	Format	Max Length	Codes	Edits	E O Y	F A L L	S P R
440	Non-public student FTE	FTE membership for a part-time student who is attending school to take one (.25) or two (.5) courses. (Includes home-schooled and private school students)	N	2	blank; 25 = student takes 1 course 50 = student takes 2 courses These are reported as <u>implied decimals</u> <u>without the decimal point.</u>	Must be 25, 50 or blank on file.	X	X	X
	NOTES:								
	Tab-delimited file								